

**United States District Court
Western District of Michigan
Office of the Clerk**

B-35 Federal Building
410 W. Michigan Ave.
Kalamazoo, MI 49007
(269) 337-5706

399 Federal Building
110 Michigan St., NW
Grand Rapids, MI 49503
(616) 456-2381

FILLING OUT SUMMONS FORMS

P.O. Box 698
229 Federal Building
Marquette, MI 49855
(906) 226-2021

113 Federal Building
315 W. Allegan
Lansing, MI 48933
(517) 377-1559

1. List the plaintiff and the defendant in the appropriate boxes.
2. In the space for the plaintiff's attorney, please put down your own name, address and phone number.
3. Enter the name and complete mailing address of the defendant in the space provided. The only proper defendant in most Social Security cases is the Commissioner of Social Security.
4. The address for the Commissioner of Social Security is:

General Counsel, Social Security Administration
200 West Adams Street
30th Floor
Chicago, IL 60606
5. In addition to the Commissioner of Social Security, you must also serve a summons and a copy of the complaint upon two other parties. They are:

Office of the Attorney General	Margaret Chiara
Department of Justice	United States Attorney
10th & Constitution, N.W.	5th Floor Law Building
Room 5111	330 Ionia, N.W.
Washington, D.C. 20530	Grand Rapids, MI 49503
6. The time for the Commissioner of Social Security to answer the complaint is 60 days.

GENERAL INFORMATION ON FILING YOUR SOCIAL SECURITY CASE

7. This Court requires the original and one copy of the complaint for filing, plus an extra copy for service on each defendant.
8. If you wish to apply to have the \$350.00 filing fee and service fees waived, complete an application to proceed (form available on the Court's website). If you are granted leave to proceed in forma pauperis, the U.S. Marshal will serve the summonses for you. If you are not proceeding in forma pauperis, the summonses will be returned to you, and it is your responsibility to have these served.

COURT EMPLOYEES MAY NOT GIVE LEGAL ADVICE. Address and telephone numbers of some agencies that may assist you are listed in your telephone directory.